

~~CONFIDENTIAL~~

Director of Personnel

Comptroller

Reclassification of Positions, Budget and Fiscal Branch,
Administrative Staff, Office of Logistics

1. This Office has reviewed the attached memorandum and attachments from the Office of Logistics requesting one (1) additional Fiscal Accounting Assistant Position-08-9, and to realign the present grade structure of the three (3) current positions.

2. The addition of the above Fiscal Accounting Position-08-9 was approved by the Management Staff on 25 July 1956 and at the same time position R907, Secretary Steno, Office of the Assistant Director of Logistics was deleted so that no increase in Table of Organization or personnel ceiling will be necessary.

3. Reference is made to paragraph 1.b. of the attached covering memorandum for the position descriptions which states that the detailed allotment control records for all confidential funds allotted to the Office of Logistics, including the various stock accounts for Agency-wide procurement are maintained. The Budget Branch exercises technical supervision and direction in the maintenance of the allotment control records for the stock accounts (3) which is performed by the Supply Division, Office of Logistics and month-end figures are forwarded to the Budget Branch for inclusion in the Monthly Obligation Report submitted to the Finance Division.

4. The attached position descriptions, in our opinion, are indicative of the work now being performed and compares favorably with Position Standards as prescribed in [REDACTED] and subject to a review by your office, this Office concurs that the positions be reclassified as indicated. If approved, funds are available for the proposed reclassifications.

Attachment

BD/COMP/[REDACTED] (20 August 1956)

Distribution:

Orig. & 2 - Addressee

✓ 1 - Signer

2 - Budget Division

1 - Chief, Management Staff

1 - Office of Logistics

1 - [REDACTED]

GWH

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E. R. SAUNDERS

2	REV DATE 31-3-81	BY 006199
ORIG CLASS 3	38	TYPE 01
ORIG CLASS 3	2	REV CLASS C
JUST 22	NEW REV 2011	AUTH NR 10-2

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Director of Personnel

Comptroller

Reclassification of Positions, Budget and Fiscal Branch,
Administrative Staff, Office of Logistics

1. This Office has reviewed the attached memorandum and attachments from the Office of Logistics requesting one (1) additional Fiscal Accounting Assistant Position-GS-9, and to realign the present grade structure of the three (3) current positions.

2. The addition of the above Fiscal Accounting Position-GS-9 was approved by the Management Staff on 25 July 1956 and at the same time position H907, Secretary Steno, Office of the Assistant Director of Logistics was deleted so that no increase in Table of Organization or personnel ceiling will be necessary.

3. Reference is made to paragraph 1.b. of the attached covering memorandum for the position descriptions which states that the detailed allotment control records for all confidential funds allotted to the Office of Logistics, including the various stock accounts for Agency-wide procurement are maintained. The Budget Branch exercises technical supervision and direction in the maintenance of the allotment control records for the stock accounts (3) which is performed by the Supply Division, Office of Logistics and month-end figures are forwarded to the Budget Branch for inclusion in the Monthly Obligation Report submitted to the Finance Division.

4. The attached position descriptions, in our opinion, are indicative of the work now being performed and compares favorably with Position Standards as prescribed in [REDACTED] and subject to a review by your office, this Office concurs that the positions be reclassified as indicated. If approved, funds are available for the proposed reclassifications.

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Attachment

E. R. SAUNDERS

BD/COMP [REDACTED] (20 August 1956)

Distribution:

Orig. & 2 - Addressee

✓ 1 - Signer

2 - Budget Division

1 - Chief, Management Staff

1 - Office of Logistics

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Director of Personnel
ATTN. : Chief, Position Evaluation Division
THRU. : Comptroller
Director of Logistics

JUL 30 1956

Reclassification of Positions, Budget and Fiscal Branch,
Administrative Staff, Office of Logistics

1. During fiscal year 1956, the Budget and Fiscal Branch of this Office assumed the following new functions which have considerably increased the complexity and volume of its workload:

a. Maintenance of the confidential funds detailed allotment control record for all Agency "03 - Transportation of Things" funds in accordance with Handbook 30-110-1.

b. Maintenance of the detailed allotment control records for all confidential funds allotted to the Office of Logistics, including the various stock accounts for Agency-wide procurement. These accounts were previously maintained by Finance Division, Office of the Comptroller.

c. Maintenance of the property authorization control records for the materiel withdrawal authorizations issued to the various activities of the Office of Logistics in accordance with Handbook 30-110-2.

2. To assure that the Branch has the capacity to carry out all assigned budget and fiscal control functions, it has been proposed to add one additional Fiscal Accounting Assistant position to the Branch and to realign the present grade structure commensurate with the assigned responsibilities. The request for establishment of the additional position, with the position description attached, has been forwarded to the Management Staff by memorandum dated 12 July 1956 from the Director of Logistics.

3. It is understood that the chief budget position in all major components of DD/P, and the Office of Communications and Office of Training, DD/S, are established in Grade GS-13. It is

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JUL 30 1956

SUBJECT: Reclassification of Positions, Budget and Fiscal Branch,
Administrative Staff, Office of Logistics

believed that the chief budget position in the Office of Logistics is comparable to these positions in terms of complexity, scope and qualification requirements and accordingly should have a corresponding grade.

4. It is, therefore, requested that the attached position descriptions for currently assigned slots be reviewed and reallocated to the grades requested.


JAMES A. GARRISON

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Attachments:
Position Descriptions
(3 sets with 6 copies each)

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